City of Murray
Lockout Tagout Procedures

Machine: Polymer Mixer   Plant: Wastewater Treatment Plant
Area: Filter Press Building   Updated: 7/9/10

Personal Protective Equipment:

Safety Glasses	Steel Toe Shoes	Leather Gloves (as needed)	Nitrile Gloves (as needed)	

SAFE OPERATING PROCEDURES:

1. Always Lock, Tag, and Try to control hazardous energy sources prior to performing maintenance or service on this machine, when removing or bypassing a guard, and/or under any circumstance where the unexpected start-up or energization of the equipment could cause bodily harm.	2. Use caution, floor may be slippery.

LOCKOUT PROCEDURE:

(Use this procedure before any servicing or maintenance activities are performed where the expected energization, start up, or release of stored energy may cause injury. (i.e. repairs, set-up, clearing parts, etc.)

Lock Out/Tag Out Equipment Needed:

Lock	**Tag**	**Hasp**			

Before Servicing or Maintenance:

1. Notify affected personnel that you intend to lockout or tagout the equipment. 2. Clear the area and equipment of tools, parts and other materials. 3. Identify Polymer Mixer Control panel next to the Mixer. 4. De-energize handle switch by turning to OFF position.	5. Apply lock and tag on handle switch. *NOTE* Tag shall include date taken out of service, person/persons that took out of service, and work being done. 6. Dissipate energy by turning Mixer, Polymer Feeder, and Disperser switches to ON. 7. Return switches to OFF position.

Energy Sources:				
Magnitude:	**460V**			
Energy Isolation Device & Location:	Control Panel on Polymer Mixer			

After Servicing or Maintenance:

1. Verify all controls are "off" or in neutral position.
2. Clear machine or equipment of tools, parts, or people.
3. Make sure all guarding is in place.
4. Notify affected personnel that the machine or equipment will be re-energized.
5. Remove locks, devices, and tags from energy isolation devices.
6. Re-energize or power-up machine by returning energy isolating devices to normal operating position.

Prepared by: _____   Date: 7/9/10

Approvals: _____

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